FORM HR-RM 1 (11 - 1 - 56)Holl of Records

1. Requesting Agency

REQUEST FOR RECORDS RETENTION SCHEDULE To be Submitted to the Records Management Division Hall of Records Commission

I SCHEDUL**E** NO. PAGE NO.

2. Division or Bureau of Requesting Agency

Commission

Signature Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Date

Deputy Commissioner

May 23, 1967

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

MAY 2 6 1967

BALTIMORE CITY POLICE DEPARTMENT Fiscal Affairs Bureau 3. Authorization Requested (Check only one of the squares below). Establish retention schedule for re-Dispose of present accumulation. No Microfilm and destroy originals, cords for which there is a continuing Originals if not microfilmed would be additional accumulation is anticiaccumulation. The records will cease to have value to warrant their retention after pated. Records have ceased to have value retained for the period of time indicated. to warrant retention. the period of time indicated. 5. Description of Records 6. Recommendation 4. Describe records accurately. Include title, form number, size of documents, of Hall of Records Item work or activity to which the records relate, inclusive dates, and quantity land Board of Public No. (cubic or linear feet). Show recommended retention period. Works. 1 GENERAL LEDGERS, SPECIAL FUNDS, AND GENERAL FUNDS (Books of Final Entry) Quantity: 127 volumes, 1 cardboard box (1892) Dates: 1865... Audit: Municipal or State audit These are the permanent books of account and are required to be retained permanently (Annotated Code of Maryland, Art. 41, #178, c). The General Ledgers document receipts and disbursements, giving account number and name, check or warrant number, amount, name of payer, fund, and scattered notations by auditors. RECOMMENDATION: RETAIN PERMANENTLY. 2 GENERAL ACCOUNTING RECORDS Quantity: 150 cu. ft. Dates: 1912... Audit: Municipal or State The general accounting records are composed of the following:-Bank books, statements, and deposit slips Cancelled checks, check copies, and check stubs Reconciliation and trial balance sheets Budget papers and work sheets Requisitions and purchase orders Delivery orders and receipts Paid bills, vouchers and invoices, with attached papers Receipt books and receipt copies, including tax receipts Monthly, quarterly, and annual financial reports to local and State agencies 10. Gasoline withdrawal tickets and mileage reports (continued) 7. Agency, Bureau Representative

FORM HR-RM IA (8.60) Hall of Records Commission

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(Continuation Sheet)

SCHEDULE NO. PAGE

NO.

4. Item No.

5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

Recommendation of Hall of Records and Board of Public Works.

2 (cont.)

- Pay and receiving warrants and transmittals 11.
- Payroll exceptions (Payrolls and payroll deductions prior to June 1965). For payrolls since June 1965, see Item 3, below.
- 13. Withholding forms and statements (local, State and Federal)
- 14. Leave slips (requests for leave)
- 15. Cancelled payroll checks

RETAIN FOR THREE YEARS, OR UNTIL ALL AUDIT REQUIRE-RECOMMENDATION: MENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.

3

PAYROLLS

Quantity: 8 cu. ft. Dates: June 1965...

Audit: None

The city of Baltimore assumed responsibility for the Folice Department payroll on June 1, 1965, and the permanent books of account for payrolls are currently maintained by the city.

The listing received by the Police Department is machine-printed and gives the gross payroll, the account number, employee fund and number, individual gross payroll, check number, miscellaneous deductions, and warrant number. This listing is nonrecord material, (Annotated Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office. FORM HR-RM 1 (11-1-86) Hall of Records

REQUEST FOR RECORDS RETENTION SCHEDULE To be Submitted to the Records Management Division Hall of Records Commission

SCHEDULE 450
PAGE

Commi	ssion Hall of Records	Commission		NO. 1 0F2
1. Rec	luesting Agency	2. Division or	Bureau of Req	uesting Agency
	ALTIMORE CITY POLICE DEPARTMENT	Fiscal	Affairs Bure	au (Ca caurin
3. Aut	thorization Requested (Check only one of the so	quares below).		
ado pated. R	ditional accumulation is anticiecords have ceased to have value accumulation. The	ntion schedule for r th there is a continui records will cease nt their retention aft ndicated.	ng Orig to retained fo	rofilm and destroy originals inals if not microfilmed would b or the period of time indicated.
4. Item No.	5. Description of Describe records accurately. Include title, to work or activity to which the records relat (cubic or linear feet). Show recommended	form number, size e, inclusive date	s, and quantity	6. Recommendation of Hall of Records and Board of Publi Works.
1	GENERAL LEDGERS, SPECIAL FUNDS, AND GEN (Books of Final En		***·	
	Quantity: 127 volumes, 1 cardboard Dates: 1866 Audit: Municipal or State audit	box (1892)		
	These are the permanent books of acc retained permanently (Annotated Code of The General Ledgers document receipts a number and name, check or warrant number and scattered notations by auditors.	Maryland, Ar and disburseme	t. 41, #178, nts, giving a	c). ccount
	RECOMMENDATION: RETAIN PERMANENTLY.			
2	GENERAL ACCOUNTING RECORDS	•		
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	The general accounting records are	composed of th	ne following:	-
	1. Bank books, statements, and deposition of the concentration and trial balance. 3. Reconciliation and trial balance. 4. Budget papers and work sheets. 5. Requisitions and purchase order. 6. Delivery orders and receipts. 7. Paid bills, wouchers and invoic. 8. Receipt books and receipt copie. 9. Monthly, quarterly, and annual and State agencies.	and check stue sheets s es, with attaces, including the financial repo	ched papers tax receipts orts to local	
_	10. Gasoline withdrawal tickets and	mileage repor	rts	(continued)
7. Ag		ity Commissio	ner	May 23, 1967
	//Signature	Title		Date
Sched Record	ule Authorized as Indicated in Col. 6 by Hall of ds Commission.	Disposal Auth Public Works		in Col. 6 by Board of

MAY 2 6 1967

Date

Monis S. Rudolf

JUN 20 1967

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s (8	- 60)				
Hall o	f Reco	rds			
Commission					

EST FOR RECORDS RETENTION SCHOOLE

(Continuation Sheet)

SCHEDULE 450

PAGE 1 OF A

4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

2 (cont.)

- 11. Pay and receiving warrants and transmittals
- 12. Payroll exceptions (Payrolls and payroll deductions prior to June 1965). For payrolls since June 1965, see Item 3, below.
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